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CHAPTER 8

ADMINISTRATIVE MATTERS

SECTION 1. RECORDS AND REPORTS8101. GENERAL

1. Purpose. Records are maintained to provide accurate, current, and readily available information on individual prisoners and on the corrections program operation. SECNAVINST 5212.5C governs the creation, use, maintenance, and disposition of records. Disposition for completing standardized forms and reports must also be followed. Unauthorized destruction of records is subject to criminal penalty.
2. Security. All prisoner files are private and only personnel who have a need to know certain information in the performance of their official duties may have access to a given file or piece of information. This shall in no way impede the flow of information to staff involved in the supervision, training, or evaluation of prisoners. Under no circumstances shall prisoners be assigned to functions where they have access to files or information about other prisoners.
3. Copies. Various functional units within the brig require certain records and reports in order to function properly. Copies of such records and reports may be maintained on an as needed basis at those locations with the original records kept in controlled administration files. Units requiring original copies of prisoner records, i.e., clothing inventory, etc., will ensure that all records are sent to the administrative office when a prisoner is released or when the record is no longer required.
4. Logs. All logs maintained by the facility shall be bound ledgers with consecutively pre-printed numbered pages.

8102. PRIVACY

1. Privacy Act. All personnel will be familiar with the provisions of the Privacy Act and Freedom of Information Act Program. SECNAVINST 5720.42E, reference (n), and appendix B refer. A Privacy Act statement is not required for every form which contains personal information, but is required if the information is being solicited from the individual. For the purpose of determining whether a Privacy Act statement is required, "personal information" is defined as information about an individual that is intimate or private to the individual, as

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distinguished from information related solely to the individual's official function.

2. Request for Information. A Privacy Act statement will be requested before soliciting information for the following records/reports: (1) Prisoner Personal History, (DD 498) (2) Initial Contact Sheet (NAVPERS 1640/19), and (3) FBI Fingerprint Card (FD-258). In addition to these, a Privacy Act statement must accompany a request for clemency or waiver of restoration. Requirements pertaining to the release of information is provided by SECNAVINST 5720.42E, appendix B, and references (n) and (p).

8103. PRISONER FILES AND RECORDS.

1. File Format. An individual file shall be maintained for each prisoner in the facility. Documents should be placed in the file as shown below:

- Section 1.
 - Confinement Order (NAVPERS 1640/4 or DD 497)
 - Court-martial order
 - One copy of the FBI Fingerprint Card (FD-258)
 - Sentence Computation Sheet
 - Report of Results of Trial
 - Charge Sheet
 - Pretrial Agreement Data
 - Court-martial review actions
 - * - Release Order (DD 367)

- Section 2.
 - Initial Contact Sheet (NAVPERS 1640/19)
 - Prisoner Evaluation Report (NAVPERS 1640/13)
 - Mail and Visiting List (NAVPERS 1640/15)
 - Request for Interview (DD 510)
 - Waiver of Clemency Review (NAVSO 5815/4)
 - Request for Restoration or Clemency (NAVSO 5815/2)
 - Letters disapproving visitors/correspondence
 - Prisoner Refusal to Accept Mail
 - Personnel History Questionnaire (DD 498)
 - Prisoner Admission Summary (DD 1476)
 - Prisoner Progress Summary (DD 1477)
 - Prisoner Summary Continuation Sheet (DD 1478)
 - Prisoner's Assignment and Clemency Board Action (DD 1479)
 - Copies of all board recommendations and actions

- Section 3.
 - Prisoner Conduct Record (NAVPERS 1640/8)
 - Disciplinary Report(s) (NAVPERS 1640/9)
 - Inspection Record of Prisoner in Segregation (DD 509)

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- Work and Training Report (NAVPERS 1640/10)
- Incident Report
- Certification of Fitness for Disciplinary Segregation/Special Diet (local)

- Section 4.
- (Miscellaneous)
 - Request/Receipt for Health and Comfort Supplies (copy) (DD 504)
 - Request for Clothing and Equipment (DD 504 or NAVMC 604)
 - * - Valuables and Personal Effects Inventory Receipt (NAVPERS 1640/17)

*Indicates forms which may not be placed in the prisoner file until release is effected.

2. Reactivation. Prisoner files in storage and scheduled for disposal may be reopened when a former prisoner is returned for confinement. All information shall be updated. When determined that a prisoner has been previously confined in a naval brig and the location is known, a request may be made to the commanding officer of that facility for the prisoner file.

8104. BRIG LOG. The brig log is a permanent daily record of the operation of the brig. It is maintained by the control center supervisor on duty and is kept in chronological order. The brig log will include, but is not limited to, the following:

- a. Results of prisoner counts
- b. Confinement and release of prisoners
- c. Departure and return of prisoner details
- d. Change of watch
- e. Emergency drills
- f. Disorders and actions taken
- g. Inspections
- h. Record of official visitors and purpose of visit
- i. Any unusual occurrences

8105. MEDICAL LOG. The medical log is a permanent brig record, with entries made in chronological order. The entries shall be made by medical personnel, showing the prisoner's name, social

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security number, date of treatment, nature of complaint, and treatment administered. It shall be signed by the person administering treatment and the prisoner receiving the medication. All medication issued will be properly entered in the log.

8106. VISITORS' LOG

1. A record of each visit to a prisoner shall be made in the visitors' log, in chronological order.
2. The entry shall show the date of visit, time in and time out, the printed name, address, and signature of the visitor, name of person visited, and name or initials of the staff members who admit, and who release the visitor. Identity verification data will be recorded. A visitor's signature shall be required at entry and departure.
3. When authorized by the commanding officer/officer in charge (CO/OIC), a record may be kept of exchanges of mail and visits using the Mail and Visiting List (NAVPERS 1640/15).

8107. PRIVILEGED CORRESPONDENCE LOG. A record of all outgoing and incoming privileged correspondence will be maintained. This log will show date received/mailed, addressor, addressee and initials of mail supervisor, and signature of prisoner indicating date of receipt. Privileged correspondence shall be delivered unopened and receipted for. Prisoners may have these letters placed in their personal effects at any subsequent time. Inspection of privileged correspondence and the "good cause" for the inspection will be recorded in this log. See article 8301.8.

8108. DISCIPLINARY LOG

1. A log shall be maintained to record each disciplinary report and the action taken by the CO or the brig officer.
2. The log shall contain chronological entries showing the date of the offense, the prisoner's name, social security number, a brief statement of the offense, the name of the person making the report, and the punishment imposed.
3. Each entry shall be signed by the officer authorized to impose the punishment. The disciplinary log shall be submitted weekly to the CO for review and signature.

8109. CONFINEMENT ORDER

1. Policy. The Confinement Order (NAVPERS 1640/4 or DD 497) is a basic record for each brig. Except in emergency, no person shall be confined without a written order of confinement, with the offense(s) indicated, and signed by an individual authorized to direct confinement. If the confinement is initially effected without a written order, the written order shall immediately follow the confinement. Refer to RCM 304(d) of reference (c).

2. Procedures

a. No member of a brig staff shall refuse to receive or to keep any prisoner committed to his or her charge by an officer of the Armed Forces when the committing officer furnishes a statement, signed by him or her, of the offense(s) charged against the prisoner. A Confinement Order signed by the duty officer, officer of the day, or other officer designated by the CO may authorize confinement.

b. The order shall clearly identify the individual to be confined and show the offense(s) of which accused or convicted, such as:

"Art. 80 Attempted escape from confinement"

"Art. 86 U/A 3 June - 26 July 80 (53 days)"

"Art. 91 Strike CPO w/fist"

"Art. 92 Failed to obey lawful order"

"Art. 121 Larceny-\$51 from locker"

"Art. 134 Disorder and damage govt property"

c. Confining commands must complete the offense portion of the order, since the offense often dictates security requirements.

d. "Safekeeping" and "protective custody" are not legal reasons for confinement, and no individual shall be accepted for confinement with either of these listed in lieu of a UCMJ charge.

e. When the results of a court-martial change the basis for confinement, a report of results of trial signed by the trial counsel shall be prepared, as appropriate, reflecting the change of status. This results of trial shall be delivered to the brig

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at the time the prisoner is returned to the brig from the court-martial.

f. Except for pretrial confinement, the confinement orders shall show the date confinement is directed, if other than the date adjudged, and by what authority imposed. If bread and water/diminished rations (B&W/DIMRATS) under nonjudicial punishment is imposed and deferred (not to exceed 15 days), it shall show the date imposed, the date the punishment is to begin, and the reason for deferment. If the confinement is imposed as a result of the sentence of a court-martial, the confinement order shall be accompanied by a report of results of trial, signed by the trial counsel of the special or general court-martial, or the summary court-martial, that adjudged the sentence and will reflect any pretrial agreement reached.

8110. PRISONER IDENTIFICATION BADGE

1. Policy. All prisoners shall wear a Prisoner Identification Badge (NAVPERS 1640/16) pinned over the left breast pocket on their outer garment. The only exceptions to this requirement shall be Installation Custody Prisoners when they are outside the brig, and segregated prisoners in their cells. No other visual form of identification is permitted except when specifically authorized by the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC).

2. Procedures. The three-part Prisoner Identification Badge, with photograph, will be prepared during initial processing as follows:

a. LEGAL STATUS block: Cover block with a strip ¼-inch plastic tool tape, appropriately lettered, in the colors indicated below:

DETAINEE - BLACK

PRISONER - BLUE

b. CUSTODY CLASSIFICATION block: Cover with a strip of ¼-inch plastic tool tape, appropriately lettered, in the colors indicated below:

INSTALLATION CUSTODY - BROWN

MINIMUM CUSTODY - GREEN

MEDIUM-OUT - YELLOW

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MEDIUM-IN - ORANGE

MAXIMUM CUSTODY OR SPECIAL QUARTERS - RED

c. PHOTO block: Attach full face photograph covering the form number. The prisoner should not wear a cap or glasses. If a prisoner is confined with a beard or mustache and later it is removed, a new prisoner identification badge photograph shall be taken and the badge changed. A new photo shall be taken annually.

d. RANK block: Enter current rank/rate held by the prisoner in the military service to which he or she belongs. This information should be kept current.

3. Distribution. Three badges will be made during intake. The original (white) shall be issued to the prisoner and worn as a badge in the prescribed manner. The second copy (yellow) shall be maintained in the control center. The third copy (yellow) shall be maintained by the quarters supervisor, in a secured file in that housing unit inaccessible to prisoners. Where possible, badges should be organized to match the berthing configuration.

4. Security. Strict control shall be maintained over the forms and components of the Prisoner Identification Badge to reduce the possibility of unauthorized alteration or fabrication.

a. When replacement badges are issued, all copies of the old badge shall be picked up and destroyed.

b. When prisoners are released from confinement, their badges shall be picked up as part of their clearance procedure and placed in their prisoner record for future reference.

5. Name Change. If a prisoner's name is officially changed in accordance with article 5010240 of reference (o), the brig shall continue to use a prisoner's committed name until the time that the prisoner is legally released from confinement. Staff will call prisoners by their committed names and prisoners will be instructed that they must answer when called by their committed names. Name tags will bear a prisoner's committed name. However, an "also known as" (A/K/A) prisoner file will be established in the administration records office. This A/K/A file will be cross-referenced with the file bearing the prisoner's committed name. Mail, visitors, and official business will be accepted under either name.

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8111. DAILY CHANGE SHEET

1. Policy. The Daily Change Sheet is prepared to indicate the changes to be effected the next day, and any emergency changes previously effected on the day of preparation.

2. Procedures

a. Any change of quarters, work assignment, custody classification or other status shall appear on the change sheet.

b. After all entries for the day have been made on the Daily Change Sheet, it must be authenticated and signed by the brig officer or designee. Copies will be prepared to allow one copy to be distributed to each staff position supervising prisoners, one copy for the Control Center (signed original), and one copy for file.

c. Each entry on the Daily Change Sheet shall also be reflected on the individual's conduct sheet, reviewed and initialed by an administrative supervisor or a designated unit supervisor.

d. After all changes listed on the Daily Change Sheet have been effected, the Control Center supervisor initials that all changes have been effected and recorded, and returns the original copy to the administration office for filing.

8112. COMPUTER PRINTOUTS. (NAVY) Computer-generated records of security functions (e.g., cell checks) will be reviewed at the end of each 24-hour period. Discrepancies are to be noted and entries in the brig log will provide information on follow-up actions, if needed. Computer printouts should be stored until the completion of the next annual inspection, after which they may be destroyed.

8113. MONTHLY REPORT OF PRISONERS (NAVPERS 1640/11)

1. Policy. The Monthly Report of Prisoners will be prepared by all brigs each month, whether or not any prisoners were confined there during the month. Facilities providing this information via CORMIS are exempt from this report requirement.

2. Procedures

a. This report shall be submitted directly to the Chief of Naval Personnel on the first working day following the end of the month covered. The report may be typed on BUPERS 1640-11 or computer generated by the CORMIS Module (Occupancy Report).

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b. Navy brigs shall forward a copy of the Monthly Report of Prisoners to their type commander and major claimant.

c. Marine Corps facilities shall forward a copy of the Monthly Report of Prisoners to the Commandant of the Marine Corps (Code MHC).

8114. DISPOSITION OF CONFINEMENT RECORDS AND REPORTS

1. Confinement Records and Reports. Confinement records and reports of prisoners released or permanently transferred from the confinement facility will be disposed of as specified by SSIC 1640 of SECNAVINST 5212.5C, Navy and Marine Corps Records and Disposition Manual). Due to the frequent turnover of prisoners, files of prisoners released or transferred will be retained at the brig for 2 years and then grouped and forwarded to the appropriate Federal Records Center (FRC).

a. FRC Atlanta is the appropriate FRC for the following brigs:

- (1) Ashore brigs under the area coordination of Commander in Chief, U. S. Atlantic Fleet (CINCLANTFLT);
- (2) Ashore brigs under the area coordination of Commander in Chief, U. S. Navy, Europe (CINCUSNAVEUR);
- (3) Ashore brigs under the area coordination of Commander, Naval Education and Training (CNET);
- (4) Afloat brigs on Atlantic Fleet ships;
- (5) Navy Consolidated Brig Charleston; and
- (6) Marine Corps brigs located east of the Mississippi.

b. FRC Los Angeles is the appropriate FRC for the following brigs:

- (1) Ashore brigs under the area coordination of Commander in Chief, U. S. Pacific Fleet (CINCPACFLT);
- (2) Afloat brigs on Pacific Fleet ships;
- (3) Navy Consolidated Brig, Miramar; and
- (4) Marine Corps brigs located west of the Mississippi.

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2. Logs. The brig log book, as defined by paragraph 8104 of this manual, will be maintained for 2 years from the date of the last entry or when total accumulation is at least 1 cubic foot, whichever is later and then retired to the appropriate FRC as cited above. All other logs (disciplinary, visitor, medical, etc.) shall be retained for 2 years from the date of the last entry and then destroyed.

3. Transmittal and Receipt. Shipment of records, reports, and logs shall be under the Records and Transmittal Form (SF 135, 135A).

4. Drug Records. Release of records of naval personnel or former members who are receiving or have received treatment under any drug abuse prevention program carried on with Federal authorization or support shall be governed by section 408 of the Drug Abuse and Treatment Act of 1972, Title 42, United States Code, Section 290ee-2 and the regulations issued under, Title 45, Code of Federal Regulations, Part 84.

8115. INCIDENT REPORTS

1. Policy. These reports are intended to keep the Chief of Naval Personnel (Pers-84) and Commandant of the Marine Corps (Code MHC) informed of events in naval confinement facilities which could result in embarrassment to the naval service or focus public attention on the brig in question. The initial report shall be by telephone.

2. Procedures

a. Navy incident reports will be submitted as Unit Situation Reports (UNIT SITREP, RCS JCS-FM (3501)) or OPREP-3, Navy Blue Reports, whichever is appropriate, in compliance with OPNAVINST 3100.6G (NOTAL). Marine Corps incident reports will be in compliance with MCO 3000.2D (Operational Reporting) (NOTAL) and local standard operating procedures.

b. The report should be submitted in the form of a message (DD 173/3), with a copy to Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) within 24 hours of the incident).

c. The following type incidents/alleged incidents shall be reported:

- (1) Death of a prisoner;
- (2) Suicide, or attempt, by prisoner or staff member;

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- (3) Mass strike or disruptive action;
- (4) Incidents with racial overtones;
- (5) Incidents of maltreatment or abuse of prisoners;
- (6) Escape/Attempted Escapes;
- (7) Use of deadly force; and
- (8) Other incidents which could result in embarrassment or focus public attention on the brig.

d. When an incident occurs in a naval brig, and an informal or formal investigation is ordered, a follow-up report including a copy of the investigation shall be submitted to the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) when the investigation is complete and the matter resolved. The initial report is not to be delayed pending investigation. Serious incidents shall be reported by telephone immediately to the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC).

8116. TRANSFER OF RECORDS - SEE ARTICLE 7408

8117. DAILY REPORT OF PRISONERS RECEIVED AND RELEASED (NAVPERS 1640/12). This report is completed on a daily basis and submitted to the brig CO. Only the names of prisoners received or released on the day of report are to be recorded.

8118. PRISONER STATUS REPORT. The CO shall require the submission of a Prisoner Status Report at least once weekly. This report should, as a minimum, indicate prisoner status as of 0800 each Monday. Grouping of names shall be in terms of the confinement status. The primary purpose of this report is to aid CO in monitoring and reducing delays in the disciplinary process. Copies of this report shall be provided to the CO of the prisoner's parent command, the legal office, and all officers having an interest in or responsibility for the processing of courts-martial and operation of the brig.

SECTION 2. PERSONAL PROPERTY

8201. VALUABLES AND OTHER PERSONAL PROPERTY. Prisoners shall not be permitted to retain in their possession Armed Forces Identification Cards, money, credit cards, checks, jewelry or similar negotiable personal property of value. Wedding rings and small religious medals are permitted and the CO may authorize retention of other items of limited intrinsic value. Items which

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have not been approved shall be retained by the collection agent or returned to the confining command for safekeeping. Such objects as wallets, snapshots, keys, and letters having no intrinsic value that justifies additional protection shall not be accepted for safekeeping as valuables but may be retained with the prisoner's personal effects.

8202. CUSTODIAL PERSONNEL. The Collection Agent/Funds and Valuables Custodian and authorized custodians shall be appointed in accordance with article 3201.2 of this manual. In the event of several authorized custodians relieving each other, as in the case of weekend duty, a drop safe may be utilized vice an individual safe for each individual. This drop safe must have its access limited to the Collection Agent/Funds and Valuables Custodian.

8203. ACCOUNTING - FUNDS AND VALUABLES

1. The authorized custodian must accept and preserve or otherwise properly dispose of all personal property taken from a prisoner upon confinement or received during the period of confinement. Personal funds and valuables shall be inventoried, utilizing Prisoners Inventory and Receipt Form (NAVPERS 1640/17), in the prisoner's presence. This inventory is to be held by the Collection Agent/Funds and Valuables Custodian.

2. The itemized funds and valuables inventory form (NAVPERS 1640/17) shall list the quantity of each item received, its description, identifying marks, and other pertinent information. It shall be signed by the person who inventories the property and by the prisoner. A signed copy shall be delivered to the prisoner for retention during confinement.

3. On the first workday following receipt of funds or valuables, the custodian will verify the entries made on a NAVPERS 1640/17. This record will be utilized to list all funds upon release from confinement, and will become part of the prisoner's record and will be stored and destroyed using the same criteria.

4. The Collection Agent/Funds and Valuables Custodian is responsible for funds other than those in the prisoner's possession upon confinement, to include those received through the mail, received from visitors, or monies received from their military pay account. It is advisable that adequate funds be made available to cover the cost of clothing, haircuts, etc.

5. Daily Ledger. This is a standard ledger that records expenditures and receipts and indicates the balance of the account. The ledger shall be audited daily.

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8204. PERSONAL PROPERTY ACCOUNTING

1. The personal property clerk must accept and preserve or otherwise dispose of all personal property taken from prisoners upon confinement or received by them during confinement, and shall inventory it in their presence. Except for minimum release or transfer requirements, personal property should be mailed/shipped at prisoner expense to their home or other selected location.
2. The itemized personal property inventory form (NAVPERS 1640/17) shall list the quantity of each item received, its description, identifying marks, and other pertinent information. It shall be signed by the person who inventories the property and by the prisoner. A signed copy shall be delivered to the prisoner for retention during confinement.
3. Articles and effects listed on the prisoner's personal property inventory form (NAVPERS 1640/17) shall be placed in appropriate containers, labeled or tagged with the individual's name, social security number, rate or grade, and properly stored, preferably in a separate storage room. Only the property clerk should have access to other prisoner's personal property.
4. When released from confinement and upon receipt of their personal effects, prisoners shall sign a statement, indicating receipt of property at the bottom of the inventory form. The custodian shall then write or stamp the words "Account closed on (date)", sign, and file it.

8205. EXPENDITURE OF PERSONAL FUNDS. Subject to the approval of the brig officer, prisoners may spend personal funds held in safekeeping for them and money due them, for special purposes such as the purchase of educational materials, hobby materials, remittance to dependents, payment of debts, and attorneys fees. Prisoners will submit a written request to have a check issued to a specific person, company, etc. The check will be issued to the designee. The written request will be kept in the prisoner's file to document the existence of such a request. It is recommended that such checks require double signatures of staff members authorized to issue checks then forwarded directly to the designee. The expenditures are not to be considered a part of the normal expenditure for health and comfort items, clothing, or services. Prisoners should not be allowed to deplete their account to the point that they cannot meet their requirements for health and comfort, etc.

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8206. EXPENDITURES FOR CLOTHING

1. Policy. The prisoners who are in a pay status will pay for additional clothing as required from their commingled accounts. A charge against the prisoner's military pay account is authorized only when the prisoner's commingled account is depleted. If pay account checkage is authorized on the DD 504 or NAVMC 604, a certification is required stating that the prisoner's commingled account is depleted or is inadequate to pay for uniform items. Charges to pay accounts should not be authorized if circumstances do not allow time for recoupment by command finance activities prior to the prisoners release.

2. Procedures

a. Prisoners without necessary clothing and known to be in a non-pay status shall be lent the required clothing by the brig until they can obtain their own.

b. All gratuitous issues and clothing lent to prisoners are chargeable to the operating and maintenance allotment of the command furnishing logistic support to the brig.

c. Requests for clothing and small stores shall be submitted on a DD 504 or combined Individual Clothing Requisition and Issue Slip NAVMC 604 (Marine Corps).

d. Stragglers and others temporarily awaiting travel may be clothed as described in article 8206.1. Even though in a pay status, they may be lent the necessary clothing, if available, for use during a short period of detention. Normally they will travel in the clothing in which they arrived. Navy personnel without adequate or proper clothing may be provided clothing as prescribed in article 2650250 of reference (o).

8207. EXPENDITURES FOR HEALTH AND COMFORT ITEMS

1. Prisoners in a pay status shall provide for their own needs through deductions from their personal accounts or charges to their pay accounts.

2. The preferred procedure is deduction from the prisoner's funds in the commingled bank accounts.

3. If deduction from the prisoner's account becomes extremely burdensome, or a situation arises making funds withdrawal impossible, then checkage against their pay accounts will be made by using the Request for Health and Comfort Supplies (DD 504) and the procedures in reference (q) (Part Four, Chapter 3, Section B)

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and reference (r) (Part Five, Chapter 2, Section B). Charges against the prisoner's account can be made using the receipt for deposit and withdrawal (NAVCOMPT 399).

4. Articles for the health and comfort of individual prisoners shall not be requested or accepted from the American Red Cross, Salvation Army, or any other public charitable organization.

8208. EXPENDITURES FOR SERVICES. When services, including laundering, tailoring, barbering, and cobbling, cannot be satisfactorily provided in kind to prisoners in a pay status, they should be obtained from the most economical sources and charged to the prisoners. Necessary services shall be provided for prisoners in a non-pay status from the same operating fund as regular health and comfort items, but the amount provided for health and comfort is not to be reduced.

8209. LIMITS ON EXPENDITURES

1. No arbitrary limits shall be placed on the quantity of any item or the total cost of health and comfort supplies for those who have sufficient personal funds or credit on their pay record except as indicated below:

a. The brig officer may establish item limits and total cost limits so an individual is not permitted excesses over reasonable needs for any items.

b. Limits may be placed on expenditures of funds above those required for health and comfort if such expenditures would result in the prisoners' supplies becoming a government expense.

2. Personnel in a non-pay status shall be furnished health and comfort supplies as gratuitous issues. Funding for such health and comfort items will be in accordance with article 075155.2c of reference (m). When requested by the prisoner this issue is limited to not less than \$10, excluding the cost of services provided. Those prisoners may purchase additional items if they have personal funds.

8210. EXPENDITURES FOR UNKNOWN PAY STATUS AND ABSENTEES

1. Unknown Pay Status. Military personnel committed to naval brigs whose pay status is unknown, shall be considered to be in a non-pay status, until their status can be verified. If prisoners are without clothing, or articles and funds to obtain services for health and comfort, they shall be provided these necessities at the time of processing for commitment; however, payment will not be made for these issues until the status verification

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process is complete. See reference (q) (Part 4, Chapter 3, Section B) and reference (r) (Part 5, Chapter 2, Section B) for status verification process and payment procedures.

2. Returned Absentee. Reference (q) requires that a member's pay status, social security number (SSN), name, and date of end of active obligated service (EAOS) be verified before opening a temporary pay account. Health and comfort supplies and clothing may be provided by use of a DD 504, checked to indicate that the issues will be charged against the member's pay account, and are processed as prescribed in reference (q) (Part 4, Chapter 3, Section B) and reference (r) (Part 5, Chapter 2, Section B).

8211. APPROVED HEALTH AND COMFORT ITEMS

1. Policy. Health and comfort items include those necessary to maintain personal hygiene and military appearance, writing materials, and postage. The initial supply should be adequate for 1 month's use, but may be prorated if regular replenishment or the prisoner's release will be less than 1 month.

2. Approved Items. Any items on the following list will normally be approved in adequate quantities:

Laundry bag	shower shoes
bath soap	shaving soap/cream
shoe shining gear	cigarettes and matches
toothbrush	toothpaste
nail clippers	laundry soap
face cloth	* bath towel
comb (small; not steel; Afro allowed)	deodorant, stick type
writing material and postage	sanitary napkins
stamp embossed envelopes	* handkerchiefs
razor, enclosed blade	shampoo
	hair cream, tube type

NOTE: No glass or aerosol containers are permitted.

* Considered clothing for Navy prisoners, rather than an health and comfort item.

3. Procedures

a. The items supplied will not ordinarily duplicate or replace identical items already in the prisoner's possession. When a prisoner has one type or brand, it should not be confiscated and replaced by another.

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b. Neither the initial supply nor the resupply should consist of a standard assortment of articles that include some which the prisoner does not use or need, except small packets issued at reception intended for 1 day/weekend use.

c. Commands which order persons into confinement shall be informed of the quantity of each item necessary for health and comfort. If the prisoners have these items, or are confined during working hours and can obtain them, they shall bring these with them to confinement. It is the CO's responsibility to ensure that the person has an adequate supply of health and comfort items upon confinement. However, if prisoners are confined without personal necessities, they shall be provided during the processing for commitment period. The CO of the facility is responsible for ensuring that all prisoners receive a periodic resupply of consumable items.

8212. EXPENDITURE EXCEPTIONS. Although every prisoner in a pay status or with personal funds should normally be charged for or pay for all articles, supplies, and services for health and comfort, an exception may be made in the case of absentees and others detained for a short period of time awaiting transfer elsewhere. In such cases, they may be loaned certain articles for use while in naval custody and may be furnished limited supplies and services gratuitously. These exceptions are restricted to cases where the amount of money involved does not appear to justify the administrative expense of processing a charge against pay accounts of members of another service although such a person has enough money to pay for them.

8213. CLOTHING

1. Requirements

a. When other than a full seabag is required, CO operating confinement facilities shall inform committing commands of items of clothing which every prisoner is required to have in his or her possession while confined and which must be with the person upon commitment.

b. Not all items authorized are required for use during confinement, nor is the full quantity of each item necessary for short periods, i.e., B&W. However, the prisoner must be adequately supplied to present a clean and neat appearance and to do the work assigned. He or she should be assisted in obtaining his or her own clothing and effects as soon as practicable. Special clothing may be issued to prisoners on the same basis as to other personnel.

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c. A prisoner is required to have one complete uniform of the day with insignia, emblems, decorations, and ribbons to which entitled, for all appearances in court. The expenses of providing this uniform is chargeable against the prisoner's pay account unless he or she is in a non-pay status, in which case it will be charged against the operating allotment. A prisoner may be permitted to wear the uniform of the day of his or her service during visits, when appearing before a court-martial, and on other occasions approved by the CO. The prisoner of one service shall not wear the uniform of another service unless temporary expediency requires.

d. Prisoners may not transfer or lend any clothing or other personal property to other prisoners.

2. Prisoner/Detainee Uniform

a. Prisoners/detainees will wear uniforms in accordance with current uniform regulations of the prisoner's service, except as noted here. Identifying badges will be worn in accordance with article 8111 of this manual. Prison uniforms may only be prescribed by the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC). Prisoners/detainees neither exercise the authority nor enjoy the privileges of their rank while confined.

b. The uniform for installation custody prisoners when away from the confinement facility is the uniform worn by other persons on the base engaged in the same work, training, or other activity. It may be the uniform of the day, the work uniform, or special clothing required by a particular assignment, and shall not in any way identify the prisoner as such except as provided for in paragraph 5201.2 of this manual.

3. Marking. Prisoner clothing shall be marked in accordance with the prescribed system of the individual's service.

4. Travel Uniforms. Prisoners traveling by public carrier, or whenever travel otherwise requires their appearance before the public, shall wear the same uniform as other personnel of their service traveling the same route. Particular care must be taken to ensure that they present a clean and neat appearance to the public.

5. Clothing Stock. The CO should maintain a reasonable supply of prisoner clothing for temporary use. Upon release, loaned items shall be recovered, laundered or cleaned, as appropriate, and the footwear sterilized for reissue as prescribed by the medical officer.

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6. Discharge Clothing. When a prisoner is to be discharged and is not entitled to wear the uniform, articles of outer uniform will be taken from him or her in accordance with the regulations governing supply matters in each service. In such a case an outfit of civilian clothing may be procured by the command operating the brig, and issued at no cost to the dischargee, and without regard to the state of his or her pay account or availability of personal funds. However, the prisoner should be encouraged to provide his or her own civilian clothing if it is available in the area or can be sent to him or her. If the prisoner received with civilian clothes in good repair, one set should be retained for use at release when other possessions are mailed out.

SECTION 3. MISCELLANEOUS ADMINISTRATIVE SUBJECTS

8301. CORRESPONDENCE AND VISITING

1. Policy. Prisoners shall be allowed to retain contact with their family and to conduct personal affairs to the greatest extent possible, not inconsistent with this and other governmental prohibitions. Security requirements must be kept in mind when establishing local programs. Any deviation from this policy must be documented as interference to the security and good order of the institution.

2. Procedures

a. Denying family and friends visiting privileges for arbitrary reasons is not allowed.

b. All prisoners shall be permitted to write personal letters without numerical limit and to receive all incoming mail regardless of their disciplinary status, unless this privilege has been restricted or unless the volume of a prisoner's mail constitutes an interference with the orderly administration of the facility. When authorized by the CO, a record may be kept of exchanges of mail and visits using the Mail and Visiting List (NAVPERS 1640/15).

c. Under no condition will any prisoner be prevented from consulting or corresponding with counsel or the authorized representative of counsel, maximum security, special quarters, and disciplinary segregation requirements notwithstanding; nor will a request to see a chaplain be denied. It is further required that arrangements will be made for the acoustical privacy of any consultation between prisoners and their counsel or clergy within the brig. The confidentiality of the lawyer-client privilege is recognized in MRE Rule 502 of

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reference (c) and in Rule 1.6 of JAGINST 5803.1 (Professional Conduct of Attorneys Practicing Under the Supervision of the Judge Advocate General) (NOTAL). The confidentiality of communications to clergy is recognized in MRE Rule 503 of reference (c), SECNAVINST 1730.7 (Religious Ministries within the Department of the Navy) and OPNAVINST 1730.1B (Religious Ministries in the Navy) (NOTAL). Refer also to article 8301.8.

d. Prisoners shall not be required to answer any but official correspondence or to receive any but official visitors. Refusal by a prisoner may be actionable as a disciplinary offense; however, physical coercion is not authorized.

e. Visiting periods shall be established and included in the plan of the day at the brig on all nonworking days such as Sundays and holidays. Where conditions permit, prisoners shall be permitted to receive visitors for at least 2 hours on each visiting day. Reasonable exceptions as to time and length of visits shall be made for visitors who may have traveled a long distance or for some reason cannot visit on regular days or during regular visiting hours. No limitations will be imposed as to the number of persons who may visit with a prisoner, except due to space restrictions or to maintain security, control, or to exclude persons disapproved by the brig officer for cause. Any limitations will be applied evenly and fairly. The reasons for disapproval will be recorded in letter format and placed in the prisoner's file.

3. Authorized Correspondents. No limitations will be imposed as to the number of persons who may correspond with a prisoner except for security or control. Any limitations on correspondence must be required in the interest of safe administration or security. If the brig officer makes a determination to disapprove a correspondent, a letter must be placed in the prisoner's file stating specific reasons for such a determination and the correspondent will be notified of the disapproval by the brig.

4. Mail Inspection

a. All prisoner mail, except as noted in article 8301.8 below, shall be subject to inspection and scanning. Inspection is the checking of the mail for contraband.

b. A prisoner's consent is not required prior to inspection of incoming mail; however, prisoners should be advised, and written notice be included in the prisoners' rule book, that all mail may be subject to inspection. Should a prisoner refuse to accept any or all mail, he or she shall sign a statement to that

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effect. The mail shall be marked "Refused" and returned unopened to the sender. The signed statement of refusal shall be filed in the prisoner's file.

5. Rejection of Mail

a. Reasons for Rejection. Mail will be rejected (if incoming, not delivered to prisoner; if outgoing, not further forwarded) when it violates postal regulations, contains code or other obvious attempts to circumvent regulations, (see subparagraph d), discusses escape plans or other criminal activity or where a prisoner's correspondents have been restricted or involves a non-approved correspondent. Perceived derogatory or defamatory remarks alluding to conditions, e.g., food, lights, bedding, mail, medical, etc., or allegations which could embarrass the Navy are permitted.

b. Procedures in Case of Rejection. Mail which is rejected will be returned to the sender, along with a written explanation noting the offending portion of the mail and providing a specific basis for rejection. The sender may apply to the brig officer for a review of the decision to reject a particular piece of mail. If incoming mail is involved, the prisoner will be notified that mail intended for him or her has been rejected, along with the sender's name and the reasons for rejection.

c. Contraband or Unauthorized Material. Contraband (see article 4302.1) found in mail will be confiscated. Unauthorized materials other than illegal contraband may be placed with the prisoner's stored personal property. Illegal drugs, substances, or non-mailable matter such as hazardous material, weapons, and explosives found in the mail must be reported to base security and the nearest United States Postal Inspection Service Office to determine if an investigation should be initiated against the sender. Your local post office can assist you in contacting the Postal Inspection Service. A chain of custody will be implemented for illegal contraband and criminal charges implemented, if warranted. In all cases proper inventories will be completed and custody receipts prepared. Where such storage is contrary to the security or would interfere with the orderly administration of the brig, the prisoner will be required at the prisoner's expense, to return such contraband to the sender or to have such contraband destroyed. In the event the prisoner refuses to elect, such refusal will be documented and the contraband destroyed. Mail accompanying contraband or unauthorized material will be processed in a normal manner unless rejection is warranted under the provisions of article 8301.5a.

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d. Use of Foreign Language. Mail written in a foreign language will not be rejected solely due to the lack of an interpreter. Rejection must be based on the provisions of article 8301.5a, after translation by a qualified interpreter. In the absence of an interpreter, and if there is no reason to believe the letter represents interference to the security or good order of the brig, mail written in a foreign language will be promptly transmitted to the prisoner to whom it is addressed.

6. Outgoing Mail Procedures

a. A locked box will be made accessible in which prisoners may place their outgoing unsealed letters for collection and inspection. The mail supervisor/clerk shall be the only person in possession of the key to this box. This person shall remove the mail at least once each workday and, after inspection, seal approved mail and place it in the Postal Service.

b. Outgoing mail shall bear no external indication that the sender is a prisoner, or be marked to indicate inspection. The return address may include a post office box or building number but shall not indicate that the sender is confined. For example, "Bldg. 6, (or Box 6) Naval Station" rather than "Naval Station Brig".

7. Packages. The CO may authorize prisoners to receive packages on Christmas, birthdays, and at other times in accordance with local instructions. If contraband is found in a package see article 8301.5c. Prisoners shall not receive patent medicines, drugs, or other medications through the mail. Packages and other mail to prisoners known to be narcotic or marijuana users, or former vendors, should receive careful attention.

8. Privileged Correspondence

a. All incoming/outgoing correspondence between a prisoner and the following is privileged and not subject to inspection, nor should prisoners be interviewed in connection with privileged mail prior to its being sent or delivered.

(1) The President, the Vice President, Members of Congress, the Attorney General, the Judge Advocate General or his or her representatives, the prisoner's defense counsel, or any military or civilian attorney of record;

(2) Any attorney listed in professional or other directories, or an attorney's representative.

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(3) The prisoner's clergyman, when approved by the chaplain.

b. If there is reasonable doubt that an incoming letter is from a privileged source, even though it appears to be, it may be opened and inspected to ensure that it is genuine. If such letters are opened, a machine copy of the envelope should be made and filed in the prisoner's file to document the "reasonable doubt." Incoming privileged mail may be inspected (not read) only for contraband and only in the presence of the prisoner. Privileged mail should not be inspected unless good cause exists to show substantial interference with the security and good order of the brig. All inspection of privileged mail shall be documented in the privileged correspondence log. (See article 8107). Otherwise, incoming letters from any of the above will be delivered unopened, and outgoing letters will be sealed by the prisoner. Care should be taken to ensure outgoing sealed letters bear the correct address for addressees named.

c. Privileged correspondence may be subject to inspection (not reading) during searches conducted after it has been delivered to the addressee. Prisoners shall be advised during orientation that if they wish the contents of privileged correspondence to be kept inviolate from other prisoners after delivery, they should request its inclusion in their stored personal property or that they should destroy the letter. Staff shall never read privileged correspondence.

9. Official and Special Purpose Correspondence. Letters to military authorities shall be sent through channels in accordance with regulations governing official correspondence. Letters containing accusations, requests, or complaints shall be forwarded through proper channels to officials who have the authority to take the appropriate action. Petitions or writs for release addressed to proper authority shall be forwarded directly rather than through official channels. Other special purpose correspondence may be permitted at the discretion of the CO.

10. Newspapers, Periodicals, and Other Mailed Matter. Prisoners shall be permitted, if the period of confinement is of sufficient length, to receive publications and to subscribe to newspapers and periodicals directly from publishers. Newspapers and periodicals subscribed to prior to or during confinement shall be delivered to addressee during regular mail call. These items, when received from the publisher, need only be spot checked as the introduction of contraband through this means is unlikely. Any other restrictions must be justified as interfering with the administration, security, or good order of the brig. Mail

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arriving after members have been released shall be forwarded, unopened, to their next forwarding address or station.

11. Postage. Prisoners shall use stamp-embossed envelopes, placing their name on each envelope as soon as received. Postage is an approved item of health and comfort. Prisoners in pay status shall furnish postage for their outgoing mail.

12. Authorized Visitors. Visits by unmarried persons under the age of 18 should not be permitted unless they are accompanied by their parent(s) or the prisoner's parent(s). In accordance with article 8301.2b, visitors will be listed on the Mail and Visiting List (NAVPERS 1640/15) after approval of their names, based on a request submitted by the prisoner during orientation or at any subsequent time.

13. Visiting Facilities. Each brig shall have a furnished room or area for visiting. Informal or lounge type furnishings are most desirable. The visiting room should be inside the security perimeter. Areas presenting obviously harsh security features such as steel bars and security mesh should be avoided. The mess hall, offices, or other areas may be used when a more suitable place cannot be provided.

14. Supervision of Visits

a. Visit supervisors shall have complete visual control of the visiting room to ensure compliance with regulations on security and conduct. Supervisors in the visiting room shall not be armed. Supervisors shall be courteous and completely business like in their relationship with visitors. They shall not discuss prisoners, their conduct, or offense with visitors. There is an absolute prohibition against staff attempting to form friendships or relationships with visitors. Visitors with legitimate inquiries should be referred to the person authorized to furnish such information. If asked, the supervisor may inform the visitor of the rules governing packages, gifts, and the length and frequency of visits allowed. Visiting rules will be conspicuously posted at the entrance of the visiting area.

b. Prisoners shall be instructed in security and conduct regulations affecting visiting and they shall be directed to inform their visitors of such regulations. Only conduct which is in good taste in public is permissible. This requirement is not intended to preclude an embrace and kiss at the beginning and termination of the visit within the bounds of good taste, nor to preclude prisoners holding their infant children, etc. during the visit.

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c. Purses and packages will be stored in visitor lockers and the visitor will be given the locker key.

d. If used by a brig, all visitors (military or civilian) will be required to pass through a walk-through metal detector and/or submit to a body scan with a hand-held metal detector. If the metal detector indicates metal is present, the visitor shall be asked for permission to determine the nature of the detected item. If visitors refuse to comply, they shall not be allowed to visit and the incident shall be documented in letter format and placed in the prisoner's file. A log entry will be made specifying the specific reasons for denial of visiting privileges. The visitor will be allowed to enter only after brig personnel are satisfied that no unauthorized items are present.

e. If illegal items are discovered (i.e., firearms, explosives, suspected narcotics, etc.) do the following:

- (1) Contact local security;
- (2) Take necessary and reasonable steps to ensure the safety of staff, prisoners, and public;
- (3) Confiscate and maintain control of the illegal item;
- (4) Execute chain of custody procedures;
- (5) If prisoners/detainees are involved, they shall be separated from the visitor, searched, and placed in a "holding" area, and;
- (6) All personnel involved shall prepare detailed reports and cooperate fully with local security personnel.

f. If contraband (vice illegal) item is found, the visitor will be advised that he or she may not enter the facility with the contraband item but must place it in the visitor's locker. If placed in the visitor's locker, the visit may be allowed or continued, as the case may be, at the brig officer's discretion or according to brig rules. If the item is not placed in the visitor's locker, the visitor will be denied entrance.

g. At no time will brig staff strip search a visitor. Frisk searches shall be conducted by a staff member who is of the same sex as the visitor.

h. Should a visitor refuse to comply with verbal directions or instructions given by staff personnel, the visitor may be

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denied entrance and the visit may be terminated. At no time will force be used against a visitor unless:

(1) The visitor poses an imminent threat of inflicting serious bodily harm or death upon another;

(2) The visitor has engaged in a serious breach to security and the incident cannot be contained without the use of force against the offending party; and

(3) The physical security of the facility is seriously threatened.

i. Before any force may be used, however, all other reasonable alternatives must be considered and have failed. In any event, force may be applied only to the extent necessary to control or contain the situation.

15. Information to Correspondents and Visitors

a. Format. A letter is useful to inform prospective correspondents and visitors concerning mail and visiting regulations. Its use reduces the amount of official correspondence required to answer inquiries of persons who are confused and worried about the status and welfare of prisoners. Providing printed information for prisoners to include in their first letter to each correspondent satisfies most situations. Prisoners are not required to use this format.

b. Content. The content of this letter may be varied to meet local or special requirements. Articles that are declared contraband will be identified. Such letters should not contain warnings against the use of obscenity in letters or improper displays of affection in visits, since some recipients will be parents, grandparents, and others for whom such warnings would not be in good taste. Reference to possible disciplinary action against the prisoner for misconduct of visitors shall not be included.

16. Official, Press and Civilian Visits

a. Requests for general visiting of the brig by groups or individuals shall be coordinated with the local PAO and in accordance with Chapter 18 of OPNAVINST 5510.1H, Navy Information Security Program (NOTAL) and SECNAVINST 5720.44A, Department of the Navy Public Affairs (PAO) Policy and Regulations. Each request shall include a specific reason for the visit. The brig officer will grant or deny such requests based upon the brig's ability to maintain good order and discipline and availability of

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staff to supervise the visit. Official, press, and civilian visits shall normally be conducted within the brig's regular visitation schedule and shall strictly prohibit photographing or recording of names of prisoners.

b. Current DoD policy is that personal interviews and telephonic communications between prisoners and the media are not authorized.

17. Telephone Calls and Telegrams

a. Telephone. Telephone calls to or by prisoners will be at the expense of the outside party, except in emergencies, and will be permitted when it is considered to be in the best interest of the prisoner's morale and will aid in the resolution of immediate personal problems. The monitoring of calls is not mandatory; however, when deemed appropriate, a call may be monitored. As used here, monitoring means the presence of a supervisor. With the prisoner's knowledge, the supervisor may be physically present during a telephone conversation, and may listen to the prisoner's side of a non-privileged telephonic communication. Limiting telephone calls or telegrams to emergencies such as a death in the family is not necessary, nor is it conducive to the correction of the offender. Privileged calls are to be verified for the authenticity of the caller, but will not be monitored.

b. Telegrams. Telegrams sent to or by prisoners should be approved on the same basis as telephone calls. They may be sent collect or prepaid by the sender.

18. Prisoner Requests

a. The CO shall provide means whereby prisoners may communicate with staff members to request advice and assistance with their problems. The Request for Interview (DD 510) shall be made available for prisoner use without restriction.

b. Prisoners are often worried and confused about their personal problems and need advice and assistance. Opportunities to discuss problems with a chaplain, judge advocate, or other person qualified to assist shall be provided. The prisoner shall state the problem or matter at issue, request to be heard at mast, or request an interview with a designated person. The request will be signed by the prisoner and referred to the proper staff member or brig officer for action or further referral to other proper authority. This request form shall be placed in the prisoner's file showing action taken.

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19. CO's Mail Box. The CO shall install, in a centrally located place or places, a locked, clearly marked box or boxes readily accessible to all prisoners in which they may deposit individual communications for the immediate attention of the CO. Keys for this box shall be in the possession of an officer not assigned to the brig. Contents of this box shall be removed on a regular schedule and screened by an officer, other than the brig staff, and delivered to the CO. Portable boxes may be used if desired. In larger brigs where officers serve as department heads, these functions may be performed by a department head or higher.

8302. PRISONER COMMUNICATION COUNCIL. A council may be established to keep lines of communication open between prisoners and staff. This council should include prisoners of each custody classification and billeting area (except reception and segregation), the correctional supervisor, and a counselor. Other members may be added as local need dictates. Prisoner members are to be elected by the prisoners and approved by the programs officer.

8303. PUBLIC INFORMATION. Requests for release of information on the corrections program, brigs and naval prisoners to the news media shall be forwarded to the local PAO for response in accordance with SECNAVINST 5720.44A and the Marine Corps Informational Services Manual (NOTAL). Personal interviews and telephone communications between prisoners and media representatives are not authorized. Written communications are permitted and subject to article 8301.

8304. FINGERPRINTS

1. Brigs shall submit an FBI fingerprint card (FD 258) on all adjudged prisoners who meet both of the following criteria:

a. Sentenced to a punitive discharge or dismissal.

b. Convicted of an offense that is not "military unique," (e.g., unauthorized absence, disobedience, or disrespect), and that carries a possible maximum sentence to confinement of 1 year or more. A listing of FBI-reportable offenses and their FBI reporting codes is available from the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC).

2. Fingerprints will be taken on all detainees upon arrival at the brig; however, the FD-249 card will not be submitted until convening authority's (CA) approval of sentence. Cards will be included with records of prisoners transferred to consolidated brigs prior to CA action.

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3. Fingerprint cards of all Marines Corps prisoners who meet the above listed criteria will be forwarded to the Commandant of the Marine Corps (Code MHC).

8305. STANDARD OPERATING PROCEDURES. Standard operating procedures (SOP) and Post Orders will be written to describe how to perform the major functions of the brig and of each post. These procedures will include administrative, security, and program responsibilities. A complete SOP manual will be maintained at the control center, and individual post orders will be maintained at the specific posts whose functions they describe.

8306. TOBACCO PREVENTION. Brig officers will implement a tobacco prevention program in naval brigs in accordance with SECNAVINST 5100.13A, Tobacco Prevention Program in the Navy and Marine Corps, and additional guidance from the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC).

8307. VICTIM AND WITNESS ASSISTANCE PROGRAM

1. All personnel involved in naval corrections pursuant to this manual are also governed by the requirements of the Victim and Witness Assistance Program contained in DoD Directive 1030.1, DoD Instruction 1030.2, MCO 5800.15A (NOTAL), and reference (p) including, but not limited to, the right to be informed about the confinee's status in confinement, eligibility for parole, parole hearing, escape, transfer, release from custody, and death. Additionally, it is the policy of DoD and DON to enhance the roles of victims and witnesses in the military criminal justice system, to ensure they are treated with sensitivity and respect, and to recognize their needs. Utmost care and compassion will be accorded victims, especially when a victim has been sexually assaulted or is a minor.

2. The Chief of Naval Personnel (Pers-84) and the Commandant of the Marine Corps (Code MHC) will provide specific guidance for the assistance of crime victims and witnesses.